Step by Step Procedures

The example below shows LINK's web interface (WebLINK). The PC LINK screens look differently but operate in nearly the same way.

Open your web browser, type in https://www.link.dla.mil, then hit <Enter>. You will now see the LINK sign-on screen

Note that there is a selection box that says: "Receive Responses via email." If you click on the box, a check mark appears. This tells the LINK system to send all your responses to the e-mail address that you entered on your LINK registration form. If you do not select this box, you will use WebLINK to read your responses. In our sample we will not select the e-mail option. Type in your user ID and password, then select the <Submit> button. You will see a confirmation window that tells you where your responses will be sent. Select the <OK> button.

You are now at the WebLINK Main Menu. Click on <Help> to get an explanation of the services available through WebLINK.

For most of the databases, the LINK server will process your queries. This process has three steps:
1. You select a database, build your queries and submit them to the LINK server.
2. The server signs onto the database, retrieves the data you requested, and builds response files for you.
3. To get your response, click on <Responses>. The server will now provide you with all the responses that have been processed. You should receive your response within an hour. If you experience delays in receiving responses, contact the LINK help desk (linkhelp@daas.dla.mil) and report the problem.

You will notice that some of the databases also have RapidLINK interfaces available. The RapidLINK interfaces bypass the LINK server, accessing the databases directly and giving you responses to your queries within one (1) minute. We are working on developing additional RapidLINK interfaces.

You will see that LINK has a hypertext link to the Distribution Standard System (DSS). This will actually take you to the DSS web site (that is, you will be transferred from LINK to DSS). Click on <Return to WebLINK> to get back to the LINK web site.

The last type of interface available through LINK is called SmartLINK. This feature automates research on supply items. With SmartLINK, you don't need to know which database to query or which Inventory Control Point manages the item. Just enter the National Stock Number (NSN) of your item and SmartLINK will automatically retrieve:
- Item Information: Source of Supply, Acquisition Advice Code, Unit Price, and physical/performance characteristics.
- Surplus Assets available from DRMOs.
- Wholesale Assets: on hand assets and other data from the service/agency managing the item.
- Retail Assets: on hand assets at Army Major Commands and Navy stock points.

In our example, we need to find out the status of a requisition for a Chemical Agent Detector Kit (6665-00-903-4767). At the WebLINK Main Menu, scroll down until you find LIPS which gives status of all requisitions. Select <LIPS>

You will now see the LIPS Query Selection Screen.

Select <Document Number>. This takes you to the LIPS Document Number Query Screen.

You will see three output options: Req(uisition), InTransit, and MILS. Requisition will provide you the original requisition, supply status and transportation status. InTransit will show you the various actions taken to complete your requisition. The MILS option will provide you the response in raw, 80-card column format. In our example, we will select <InTransit>. Type in the document number, WK4GE792430007, then select the <Submit> button. You will now see a screen that tells you that your query is being processed. What this means is WebLINK is sending your query to the server for processing. Once your query is sent, you will be returned to the LIPS Document Query Screen.

The LINK server is now signing onto the LIPS system, submitting your document number and retrieving the information you requested. The LINK server process should take less than one hour.

Before discussing how to get your responses, there are two other features of LINK that could be of great benefit to you. You will notice a <**File Upload**> button in the left corner of the query screen. This allows you to submit a batch of queries into WebLINK from a text file on your PC. If you have a number of requisitions you need to track or items you need to check for availability, the upload feature is a real time-saver. At the bottom of the query screen you will see the **Auto Query** feature. This feature allows you to schedule queries to run on a daily or cyclic basis automatically, without requiring you to re-input the queries. Check the help files for instructions on using the File Upload and Auto Query features.
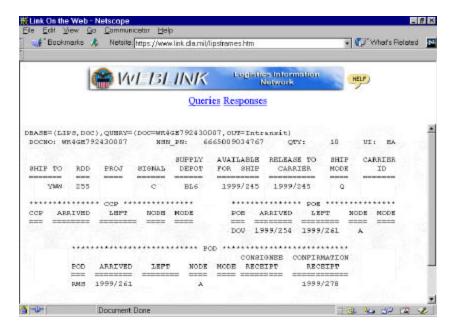
To get the response to your LIPS Document Number query, select <Responses> at the top of the query screen. You will see a message that your response files are being updated. You will now see the Database Response screen.

You will see the databases for which you have responses and the number of responses for each database. Next, click on <LIPS>. The next screen lists the responses for LIPS that you have received.
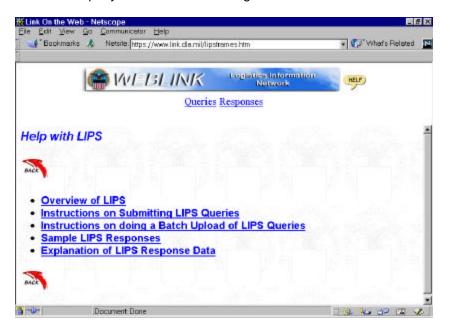

Click on the file name to look at the response to your query.

You will note that you can track the delivery of your item from the time it leaves the depot, through the consolidation point (CCP) and port of embarkation (POE) to the port of debarkation (POD).

No matter where you are in LINK, you can get help. To get help on a database, click the <Help> icon on the query screen. The following information is available for all databases:

Quick Tips on Using LINK for Logistics Research

Using LINK to **research supply items before requisitioning** will save you time and money.

- **Get information about the item**. Select the **LOGRUN** National Item Identification Number (NIIN) report code, enter your NIIN, and select the Requisition Data output code. This query will show:
    - Acquisition Advice Code (AAC) which tells you how to get the item. Codes A, B, C, D, E, and G tell you the item is centrally managed, stored and issued and you should submit a requisition to get the item. An 'L' tells you can buy the item locally.
    - Price.
    - Source of Supply - tells you the Routing Identifier Code (RIC) of the item manager.
    - Characteristics data - physical and performance characteristics of the item.
- **Check surplus stock**. Defense Reutilization and Marketing Offices (DRMOs) around the world receive surplus items. You can save money by getting items from the DRMOs. Since the government has already paid for surplus items, you pay only shipping costs. Select **DRMS**, specify the location (area) you want to check and enter your National Stock Number (NSN). DRMS will show the number of items available, their condition and location. Items with Federal Condition Code A1 are same as new and ready for issue.
- **Identify the manager**. Use the **DAASC Inquiry** RIC query to decode the RIC of the item manager you received from LOGRUN. Output shows the manager's name and address.
- **Check wholesale stock**. Once you know the item manager, you can check to see if stock is available to fill your requisition.
    - Check **SAMMS** if **DLA** manages the item. Select the National Inventory Record (SNIR) verb, select the supply center managing the item, and enter your NSN. The field ISBL-ASST (Issuable Assets) tells you how many items are available.
    - Check Army **TAV** if **Army** manages the item. Select TAV, select Army Materiel Command as the command, and enter your NSN. The records with the RIC of the item manager will show you what wholesale stock is available (QUANTITY O/H).
    - Check **SNAPSHOT** if **Navy** manages the item. Select the Summary Data report code, select the Type of Item (Sea or Air), and enter your NIIN. The STOCK STATUS ON HAND tells you what stock is available.
    - Check **D035 Air Force's Stock Control System** if Air Force manages the item. Select the NSN Composite report code, select the Air Logistics Center managing the item, and enter the NSN. The response shows CURRENT BALANCE by location.

Check Status. After submitting your requisition, use LINK to get status:

- **LIPS** provides status for all requisitions. Select LIPS Document query, Requisition view will show supply and shipping status. The Intransit view will track the requisition through the various steps in delivering the item (e.g., released from depot, released from Ports of Embarkation and Debarkation).
- **DSS** shows status of requisitions processed through DoD distribution depots.
- **ATAC-AF** provides status for Air Force requisitions. Select ATAC-AF Document/TCN Number query and enter your DODAAC and document number. Output will show all actions taken to fill the requisition in 80-column MILSTRIP format. Status is in columns 65-66. You can also get status for Air Force requisitions using the **D035** Document Number query.
- **LIF** provides status for Army requisitions. Select LIF Requisition, Complete (LLL) report code and enter your DODAAC and document number. Status is in the field marked ST.
- **MUFFIN** provides status of FEDSTRIP requisitions processed by GSA. Select MUFFIN and enter your DODAAC and document number. Output shows status and a point of contact.
- **SAMMS** provides status for requisitions processed by DLA. Select SAMMS Active Requisition (SARC) verb, select the center processing the requisition, and enter your DODAAC and document number. The MILS-STAT field in ACTY DATA shows the status.
- **WPS** shows shipping status of surface (ocean) cargo. Select WPS Transportation Control Number (TCN) report code, and enter your DODAAC and document number. Output will show the date shipped.

More Tips on Using LINK for Logistics Research

If you do not know the NSN of an item, you can use LOGRUN to find it. If you know the part number, select the LOGRUN Part Number report code and enter your part number (1 to 32 positions). The output will list all NSNs with your part number. The list will show the item name of each NSN matched. Look through this list to find your item. Then use LINK to submit a LOGRUN NIIN query to get more information about your item. If you know the item name, select the LOGRUN Item Name report code and enter (5 to 19 positions). The output will list all NSNs with your item name.

Use LIPS to get a list of backordered and canceled/rejected requisitions. To get a list of your backordered requisitions, select the LIPS Backorder report code, enter your DODAAC and specify the date range (LINK defaults to the previous two weeks). You will get a list of backordered requisitions submitted during the date range you specified:

```
        **** BACKORDER for DODAAC FB4620 Date 6260-6262 ****
                                         PROJ  STATUS ESTIMATED
   DOCNO    DOC     NSN_PN         QTY UI RIC CODE   CODE  SHIP DATE
 62600005  AE1 1650006083816       1 EA FHZ  123    BB      7269
```

To get a list of canceled and rejected requisitions, select the LIPS Canceled/Rejected report code, enter your DODAAC and specify the date range. You will get a list of canceled and rejected requisitions submitted during the date range you specified. The output will show the status code which shows the reason why the requisition was canceled or rejected:

```
        **** CANCEL for DODAAC WK4BM9 Date 6260-6262 ****
                                         PROJ  STATUS ESTIMATED
   DOCNO    DOC     NSN_PN         QTY UI RIC CODE   CODE  SHIP DATE
 62600593  AE1 2540011010010       1 EA S9C  9EV    BQ      0000
```

Direct Vendor Delivery. DLA is stocking fewer items in government warehouses and relying more on manufacturers and suppliers to deliver supply items. LOGRUN will show an Acquisition Advice Code of H on items that are centrally managed but delivered by the vendor. You can get information on the delivery contract from SAMMS. If you don't know the contract number, select the SAMMS SARC verb, select the DLA supply center managing the item, and enter your DODAAC and document number. The last section of the output will provide the Direct Vendor Delivery (DVD) information, including the delivery contract number. To get status of the DVD contract, select the SAMMS Active Contract Delivery (SPHQ) verb, select the DLA supply center, and enter the contract (PIIN) number. The output will show you the contract delivery data (CDD).

Interchangeable Items. When researching items that are backordered or canceled, you may find the item's Acquisition Advice Code is V. This means the item will no longer be purchased by the item manager and will not be available once stock is exhausted. In this case, you should select the LOGRUN NIIN report code, select the I&S (Interchangeability and Substitutability) output code, and enter your NIIN. Output will show you items that can be interchanged or substituted for your item. If the first two positions of the Order of Use (OOU) codes are the same for each item, the items are interchangeable (exactly the same). If the first two positions are different, the items are substitutable (similar, but not the same). Contact the item manager for more information on the I&S relationships with your item.